



The Combined Churches of Olney

Registration & Consent Form (HBC)

Document Number: 58
Revision 2018/05

for ALL Children and Young People under 18

Group / Organisation: **Holiday Bible Club 2018**

Normal meeting day and times: **6th – 10th August 2018 9.20am– 12 noon**

1 - Contact Details

Full Name of child / young person: _____

Name by which the child / young person chooses to be known: _____

Address: _____

Postcode: _____

Home Telephone number:
(please include full dialling code) _____

With whom does the child / young person live? _____

Relationship to child / young person: _____

Who has parental responsibility for the child / young person?

Mother's Name: _____

Father's Name: _____

Address:
(if different from above) _____

Address:
(if different from above) _____

PostCode: _____

PostCode: _____

Telephone: _____

Telephone: _____

(Home) _____

(Home) _____

(Work) _____

(Work) _____

(Mobile) _____

(Mobile) _____

Email: _____

Email: _____

We need your email address so we can email you the Booking Confirmation

Who do we contact first in the case of an emergency?: _____

Are there any Restriction Orders in place? Yes / no
If yes, against whom? _____

(Please turn over to 2nd page)

2 - Medical and all Special Needs Information

(please continue on a separate page if necessary)

Child's Name and Date of Birth: _____

Child's Registered GP:

Name: _____

Address: _____

Telephone: _____

Please give the date of last anti-tetanus injection: _____

__ / __ / __

******* In order to provide the best care for your child, *******
please answer the following questions honestly and with full details:

◆ Does your child suffer from **any allergies**: YES/NO _____

◆ Is your child on **any medication**: YES/NO: _____

◆ Has your child **any health condition / special needs**: YES/NO

◆ Has your child **any behavioural or social needs**: YES/NO

******* We MUST know about these *******
in order our team can be properly staffed and prepared
so as to give the best care for all children in our care
If necessary please continue on a separate sheet

3 - Declaration

I give permission for my son / daughter to take part in the activities of this club.

I understand that for the middle part of the morning the activities:-

- For the 7-8's take place at the URC Church and those
- For the 9-12's take place at The Church Hall.
- And for all children there may be a possible activity on the Market Place.

In signing below, I give my consent for my child to walk from the Baptist Church to these other locations and back under supervision.

Safeguarding and Data Protection are being undertaken for Holiday Bible Club by Sutcliff Baptist Church and under its policies. A Data Protection Privacy Notice is attached for your reference.

- I give permission for these details to be entered on the Holiday Bible Club database.
- I give permission for photographs (including video) to be taken of my child whilst taking part in the activities of the club. I understand that these photographs may be used in reporting the event, e.g., The Phone Box, regional tv and radio.

I UNDERTAKE TO INFORM THE ORGANISATION LEADER SHOULD ANY OF THE ABOVE INFORMATION CHANGE

In the unlikely event of illness or accident, I give my permission for any appropriate first aid treatment to be given by the nominated first aider. In an emergency and/or if I cannot be contacted, I am willing for my child to receive necessary hospital or dental treatment including an anaesthetic.

Signed: _____

Date: __ / __ / __

Parent or adult with parental responsibility

This declaration can only be signed by those with PARENTAL RESPONSIBILITY. (e.g. this *does not* include a foster carer)

Holiday Bible Club

6th – 10th August 2018

Application Form

Organised by
The Combined Churches of Olney

Child's Name: _____

Address: _____

Home Tel. No: _____

Date of Birth: _____ Male/Female: _____ Age on 31/08/18 _____

Please circle the days you require:-

(but don't forget about any other engagements you may have that may mean your child/children can't come)

Monday

Tuesday

Wednesday

Thursday

Friday

I understand that in the event that I no longer wish to take up this place (on one or all of the days), I should contact Hilary Terry so that the place may be given to another child.

Young people aged 13 and under *must* be collected by an adult, and not by an older brother or sister (unless they are aged 18 or over).

My child will be collected from Olney Baptist Church at 12 noon by the following adult/s:-

Monday: _____

Tuesday: _____

Thursday: _____

Wednesday: _____

Friday: _____

If these collection details alter, please inform the Registration Team in writing on the day.

If your child has a medical condition which necessitates specialist medical attention, eg, epipens/anapens, his/her place at the Club will only be confirmed once any necessary medical care plans have been received and approved.

Signed: _____ Parent /Adult with parental responsibility

Name (Printed) _____ Date _____

Please return these forms as soon as possible

to Hilary Terry, 53, Moore's Hill, Yardley Road, Olney, Bucks., MK46 5DY.

Once Hilary has received the Application Form, the Registration Form, and any necessary medical care plans, she will send you confirmation of a place or notification of the waiting list.



Sutcliff Baptist Church

Market Place, Olney

Privacy Notice – Holiday Bible Club Attendees (Children/Young People/Adults)

Document Number: 89

Under Data Protection legislation, the Charity Trustees of Sutcliff Baptist Church are the Data Controller. Our Data Protection Trustee can be contacted by emailing dataprotection@olneybaptist.org.uk.

We are collecting this information to enable the Combined Churches of Olney to run the above-named organisation effectively and safely and to ensure we can contact you (or other nominated adult) should the need arise.

Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest. If you are unable to supply the information requested then we will be unable to accept your child at the Holiday Bible Club.

Your Child / Your Details

The information you supply on the appropriate Registration and Consent Form(s) will be held on the paper form in a folder which will be kept securely by the Organisation Co-ordinator (when not in use by the Leaders of the Organisation).

Additionally, much of the information is entered into the Holiday Bible Club database, held by the Organisation Co-ordinator, which is kept securely.

The Minister, Church Secretary, Data Protection and Safeguarding Trustees may request access to this information should it become necessary.

Your Rights

You have the right to ask:

- To see any information we hold about you, by submitting a 'Subject Access Request' to the Church Secretary
- For information which you believe to be incorrect to be rectified.

If you are concerned about the way your information is being handled, please speak to our Data Protection Trustee. If you are still unhappy, you have the right to complain to the Information Commissioner's Office.